

## TOWN OF RIVERHEAD Building Department

201 Howell Avenue Riverhead, New York 11901-2596 www.riverheadli.com

(631) 727-3200 Ext. 266, 268, 283 Fax: 631-208-8039

## Required information to obtain a duplicate Certificate of Occupancy and/or a Letter of Pre-existing use.

- 1. Survey showing all current structures on premises.
- 2. Suffolk County Tax Map number of parcel.
- 3. Name and address of current owner.
- 4. Phone number of someone to contact during working hours.
- 5. Smoke detector affidavit must be completed, signed and notarized.
- 6. Information sheet must be completed.
- 7. The fee is \$150.00 per signed Certificate of Occupancy and/or Duplicate Certificate of Occupancy.
- 8. It takes four (4) or five (5) working days to complete the search.

## Information listed is to determine if a Smoke detector affidavit is required:

I am requesting a letter or pre-existing use and/or duplicate Certificate of Occupancy for the listing below I am requesting it for the following reason:

0	Sale of property	y		
0	Refinance of pr	roperty		
0	For my own red	cords		
0	Section 8 housi	ing require	nents	
0	For rental use			
Name of person who is reque	esting informatio	on		
Property owners name				
Location of property				
Suffolk County Tax Map Nu	mber: Section		Block:	Lot:
Telephone number of someo	ne we can contac	ct during w	orking hours:	
			G: 4 CA	1
Sworn before me on this day			Signature of Ap	plicant
of200				
Notary Public				

## READ THIS DOCUMENT CAREFULLY YOU MAY CONSULT YOUR ATTORNEY BEFORE COMPLETING.

STATE OF NEW YORK)		
SS: COUNTY OF SUFFOLK)		
I,		and being duly sworn
deposes and says:		
That I am the owner of premises located at		
Suffolk County Tax Map Number District 060	00, Section, Blo	ock, Lot
That at least one single station smoke detection this dwelling and that such device is in good v		ed on or near the ceiling in
That I make this affidavit pursuant to Section Building Code.	1193.2 of the New York	State Fire Prevention and
-	Signatu	ure
Sworn before me on this day		
of 200		
Notary Public		